



career opportunity

California Department of Technology

Statewide Technology Procurement Division

Data Processing Manager III \$7,442 - \$8,872*

*salary does not include the 3% increase that took effect on October 1, 2016

Permanent/Fulltime

Final File Date: Until Filled

Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in Rancho Cordova with free parking.

What You'll Be Doing...

Under the general direction of the Statewide Technology Procurement Division's (STPD) Data Processing Manager IV (DPM IV), the Data Processing Manager III (DPM III) has responsibility for overseeing the development of innovative procurement approaches in accordance with Public Contract Code Sections 12100 and 12120 for the reportable Information Technology(IT) project procurements and telecommunication procurements to ensure that the state's investments in technology are cost effective, coordinated and achieves California's strategic objectives. The DPM III oversees all administrative aspects of the STPD. The DPM III acts independently and supervises a professional staff in completing the objectives in accordance with policy, standards, and procedures.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

For a more complete job description, click on this link to view the Duty Statement:

[Data Processing Manager III](#)



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Extensive experience in a state departments administrative facets including BCP development, HR functions, data analysis, report writing, legislative analysis and internal administration.
- A strong understanding of information technology reportable and telecommunication project procurement methodologies and fundamentals.
- Experience obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent. Proven track record of gaining the confidence and trust of individuals in key positions.
- Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of the Department of Technology with state, and Federal governmental agencies and the vendor community, as it relates to information technology reportable and telecommunications service procurements.
- Ability to establish priorities and complete multiple assignments to meet firm deadlines.
- Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as state and federal initiatives and programs.

How to Apply...

Interested applicants must submit a State application to:
CALIFORNIA DEPARTMENT OF TECHNOLOGY
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Angie Edwards, RPA 16-090
For inquiries, please call: (916) 431-4082

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application, as well as your eligibility in the Explanation box; otherwise, your application may not be processed. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

To be considered for the position of a **Data Processing Manager III** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Data Processing Manager III** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

